

Chapter 3

UTILITY IDENTIFICATION AND NOTIFICATION

UTILITY IDENTIFICATION

The first step in project utility coordination is identifying the utilities that are on the project. In some regions the Utility Unit will provide a list of utility companies thought to have facilities in the project area. **It is important to note that this list may not be all-inclusive.** However, the combined efforts of the Utility and Survey Units, the Designer, and Diggers Hotline should provide a complete picture of expected utility involvement. Even so, there may be other utilities with facilities in the area that we are not aware of. Also, there may be some municipally or privately owned facilities that cross-existing or proposed highway right-of-way.

On most projects there will be at least one **telecommunication company** and one **electric company**. Many projects will also have a **gas company**. Urban projects will have at least one **cable TV/internet provider** and a **water & sewer utility**. Electric transmission lines (larger poles and bigger wires) are now typically owned by a separate electric company (American Transmission Company in most areas of Wisconsin) from the electric distribution company. Both the transmission company and the distribution company may occupy the same poles and the poles may just have the distribution company name on them.

There are a number of sources of information regarding existing utility facilities and easements. The following is a list of suggested sources of information:

Utility System or Plant Maps. These should be obtained from each utility. The detail and accuracy of these maps will vary. The Designer should request these maps in the letter of invitation to the Operational Planning Meeting (OPM). The Designer should use these maps to determine whether all facilities have been located, and to determine ownership of poles, underground cables, etc., when questions arise. **These maps cannot serve as the sole source of location information. Utility facilities must be field located.**

Records of Utility Permits. These permits include drawings of the locations of the permitted facilities. Everyone that places utility facilities (public or private) on highway right-of-way must obtain a permit prior to placing their facilities. The utility permits are issued through the region Technical Services business area. Each region keeps records of past permits, which can be used to determine existing utility companies in the area. **These permits cannot serve as the sole source of location information. Utility facilities must be field located.**

Field Survey Information. The Designer should request that a survey crew pick up field marked locations of all utilities. If the scope of a project is enlarged and the new construction limits are extended at any time after the utilities have been field located and picked up by a survey crew, then a new survey request to identify utilities in the expanded work area must be submitted.

Designer Field Review. Whenever the Designer is reviewing the project in the field, he/she should be looking for evidence of utility facilities. Examples may be valve covers, manholes, warning signs, poles, pedestals, and other utility boxes.

Recorded Utility Easements found in title searches. All easements on each parcel shall be identified. Utility easements of record may go as far back as 1910 or before and, since land transfer conveyances do not always include reference to existing easements, title searches for utility easements should be extended back as far as land records will allow. Title searches

should be made for all parcels where there is a possibility that work will be performed outside of existing right-of-way. This should include areas of possible permanent or temporary limited highway easements, temporary construction permits, and right of entry permits. Utility companies may have easement rights within such areas and, whether or not they have facilities in these areas that are in conflict with highway construction, a release of rights must be obtained from the utility before highway construction can begin.

Referrals From Other Utility Companies. In the process of trying to identify ownership of utility facilities, the Designer may obtain information from other utility companies. Over time, utility company names change as they are purchased by, or merged with, other companies. Also, sometimes service areas change. For example, Verizon, Inc. may turn over telephone service in one area to AT&T, Inc., which services the adjacent area. When this occurs, Verizon's facilities become AT&T's.

Cable TV. The Wisconsin Cable Communications Association has a phone number you can call to find out which company provides service to an area. Call 1-877-988-6683 and enter in the zip code and it will tell you who the cable provider is in that area.

Public Service Commission. The Wisconsin PSC has a lot of information about utility providers on their website. <http://psc.wi.gov/apps/utility/static/listing.aspx>. A listing of sanitary districts that are not part of a municipal water system can be found at this web page: <http://psc.wi.gov/apps/utility/static/ownerdetail.aspx?ownr=SANI&owner=Sanitary%20District>

A written request for Utility Identification should contain the following information and exhibits:

1. Project ID or "charge number," project name, highway, and county.
2. A copy of the Concept Definition Report
3. A county map of the project area showing project limits.
4. On small projects, or on urban projects, a smaller scale map showing the limits of expected work on the mainline and all side roads. This could be a township map, city map, or portions of the plat book of the area.
5. Designer's name.
6. Date of request, date needed by, and purpose of request. (Is it for an OPM? Information to be used on the plan? etc.)
7. Any additional information or unusual aspects of the project that might be of interest to the Utility Unit, such as the presence of structures on the project and which structures will be rebuilt.
8. If the request is to be used in conjunction with the OPM, include all of the necessary information such as date, time, and location of the OPM.

A suggested format to use for requesting a utility identification from the region Utility Unit is shown in [Figure 3-1](#). This may be photocopied, filled out, and submitted. Some regions have their own similar formats that they request you use instead of this one.

UTILITY NOTIFICATION

All utilities thought to have facilities within the project area must be notified of the proposed project. For Trans. 220 projects, the first correspondence with utilities should include a [Form DT1077](#) "Proposed Highway Improvement Notice." A sample of Form DT1077 is shown in [Figure 3-2](#) of this chapter.

Send a letter to all of the utilities identified as having a potential for facilities in the area of the project explaining the nature of the project and asking them to verify if they have facilities in the vicinity of the project. Please provide as much detail regarding the scope of the project as you can.

A pavement-marking project has a considerably different impact on a utility than a reconstruction project does. The fact that a resurfacing project has grading in a few minor areas would be of interest

to the utility. The letter should request that the utility send to the designer a copy of its facility maps in the area of the proposed construction. The facility maps can be either paper copies, or electronic if their data is compatible with our computer systems. For Trans. 220 projects, this letter should accompany the DT1077 form mentioned above. A cover letter for Form DT1077 is shown in [Figure 3-3](#). A notification letter for non-Trans. 220 projects is shown in [Figure 3-5](#).

Trans. 220 requires that a utility company respond within 60 days of receiving the Form DT1077 "Proposed Highway Improvement Notice." Their response must indicate whether or not they have facilities within the project area. If they do have facilities, they must indicate the general location of where their facilities are. The best way for them to do this is to send copies of their system maps in the area of the project. These system maps should be used to verify ownership of utility facilities and to clarify survey data. **System maps cannot be used as a substitute for survey field information. Utility facilities must be field located.** The accuracy of system map locations is not reliable.

The utility notification can be combined with an invitation to the Operational Planning Meeting, or any other utility coordination meeting that occurs early in the design process. A sample invitation letter is shown in [Figure 3-4](#).

UTILITY IDENTIFICATION REQUEST

PROJECT ID #: _____ COUNTY: _____ HWY: _____

PROJECT DESCRIPTION LIMITS:

Please attach a copy of the Concept Definition Report and a map showing the Project Limits. Note: The map should include Town, Range and Section information. If the map does not show this, you must provide the Town, Range and Section information for the beginning of the project.

Intended Use: (eg., OPM Invitations, Plan Sheet, etc.) _____

Date Requested: _____ Date Needed: _____

OPM Date: _____ Time: _____ Location: _____

Requested By: _____

Address or Desk Location: _____

----- FOR UTILITY UNIT USE ONLY -----

Date Completed: _____ Completed By: _____

Utility Identification Comments:

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PROPOSED HIGHWAY IMPROVEMENT NOTICE

Wisconsin Department of Transportation

DT1077 10/2005 (Trans. 220 WI Admin. Code)

Pursuant to s.84.063 Wisconsin Statutes, this notice advises that the Wisconsin Department of Transportation is planning the improvement identified below.

To Dustin Brunette Sobieski Sanitary District #121180 Jaworski Road Pulaski, WI 54162	From – Name, Address, City, State, ZIP Code Cindy O'Connor Wisconsin Department of Transportation Northeast Region P.O. Box 28080 Green Bay, WI 54324-0080
Improvement Project ID 1145-02-73	County Oconto
Highway Route Number or Name USH 41/141	
Improvement Limits CTH S-CTH D	
General Description of Work to be Done Resurfacing with intersection improvements and median beam guard installation at selected locations. Spot drainage improvements and culvert replacements.	
Utility Coordination Desired Completion Date September 1999	Anticipated Year of Improvement Construction 2001

Transportation Region Name Northeast Region - Green Bay
Consultant Name

(Region or Consultant Representative Signature) (Date)
(If Computer-filled, Brush Script Font)

Region Utility Coordinator
(Title)

NOTICE ACKNOWLEDGEMENT

Return this form within 7 days of receipt to address shown above.

Receipt of the above notice is acknowledged.

- ☐ We have no utility facilities in the vicinity of the improvement.
- ☐ We have utility facilities in the improvement vicinity and will provide a description and general location within 60 days of the above notification date as required by s.84.063(2)(b) Wis. Stats.
- ☐ We have utility facilities in the improvement vicinity; their description and general location are identified below.
(Attach additional sheets if necessary.)

Utility Name
Utility Representative Name – Please Print

(Utility Representative Signature) (Date)

(Title)

Wisconsin Department of Transportation

Date

TRANS 220 PROJECT PROPOSED HIGHWAY IMPROVEMENT NOTICE

JEFF MULLOY
BADGER POWER AND LIGHT COMPANY
123 PATRICIA STREET
ELKHORN WI 53121

RE: Design Project ID: 5972-01-01
Construction Project ID: 5972-01-72
STH 11 - USH 14 Road
East and West Mineral Point Road Intersections
STH 184
Rock County

The information in this letter is meant to satisfy the legal requirements of Trans. 220. Enclosed are the following:

- 1) An 8 1/2" x 11" map of Rock County and 8 1/2" x 11" plat maps of the Towns of Center and Janesville, showing the location of this project.
This project is in Sections 33, 34, 35 and 36, Town 3 North, Range 11 East, the Town of Center, Rock County.
- 2) A copy of the Concept Definition Report, which provides information on the scope of the project.
- 3) A list of other utility companies and contact people. This list may be of benefit to you when coordinating with the other companies in the area.
- 4) Form DT1077, "PROPOSED HIGHWAY IMPROVEMENT NOTICE." **NOTE: You will need to return the Notice Acknowledgment at the bottom of this form within seven days of your receiving it, with one of the three options marked.** A business reply envelope is enclosed to assist you.

As noted on the DT1077 form, Trans. 220 requires that you provide within 60 days a description of your facilities within the project limits. "Description" as used here generally means providing a copy of your system maps/facility records.

If these records and maps are stored electronically, we are capable of accepting copies of these facilities on a CD, on a disk, or through e-mail. The software your company uses will determine how we can accept your information. If you use a GIS-based system the information would have to be provided on a CD or disk. AutoCAD or MicroStation files can be sent via e-mail to me at ernest.peterson@dot.state.wi.us

If you have any questions about software compatibility or electronic file transfer, please contact Bernie Gehrman at xxx-xxx-xxxx or at bernard.gehrman@dot.state.wi.us

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If you have facilities in the vicinity of this project, I'll be contacting you again with Form DT1078, "PROJECT PLAN TRANSMITTAL," which will be accompanied by plans approved for use in designing your facility relocations. Months, or even a few years, may elapse before these final plans are sent.

We expect that there will be new storm sewer constructed under this highway project. Therefore, we'll need to know the depth of your facilities, and whether there are any laterals, which could conflict with the new storm sewer. [USE THIS LANGUAGE ONLY WHERE APPROPRIATE.]

The WisDOT's Utility Accommodation Policy discourages attachments to structures. Therefore, the reconstruction of the bridge at _____ provides an opportunity to design an alternate route for the gas main, sanitary sewer main, and communications cables that are currently attached to this bridge. We expect your company to find another route for your facility that would avoid an attachment to the new structure. [ADAPT AS NEEDED AND USE WHERE APPROPRIATE.]

I would like to thank you in advance for your cooperation and assistance in our project development efforts.

Sincerely,

Ernest J. Peterson
Region Utility Coordinator

Enclosures

Wisconsin Department of Transportation

Date

TRANS 220 PROJECT PROPOSED HIGHWAY IMPROVEMENT NOTICE

K'DU COMMUNICATIONS INC.
ATTN: SHER THAGUNNA
POST OFFICE BOX 192
MADISON WI 53701

RE: Design Project 5972-01-01
Construction Project 5972-01-72
STH 11 - USH 14 Road
East and West Mineral Point Road Intersections
STH 184
Rock County

The information in this letter is meant to satisfy the legal requirements of Trans. 220.

An Operational Planning Meeting (OPM) will be held on Wednesday, April 1, 1999 at 9:00 AM in the Green and Rock Rooms at the SW Region Madison Office. We will be discussing our basic project design and asking for input from the people present. This is an excellent time to exchange preliminary information, and to make us aware of any impacts that the proposed highway design may have on your facilities. In addition, please come prepared to discuss potential right-of-way acquisition needs, which your company may have.

We expect that there will be new storm sewer constructed under this highway project. Therefore, we'll need to know the depth of your facilities, and whether there are any laterals that could conflict with the new storm sewer. [USE THIS LANGUAGE ONLY WHERE APPROPRIATE.]

The WisDOT's Utility Accommodation Policy discourages attachments to structures. Therefore, the reconstruction of the bridge at _____ provides an opportunity to design an alternate route for the gas main, sanitary sewer main, and communications cables that are currently attached to this bridge. We expect your company to find another route for your facility that would avoid an attachment to the new structure. Please come to the OPM prepared to discuss this issue. [ADAPT AS NEEDED AND USE WHERE APPROPRIATE.]

Enclosed are the following:

- 1) An 8 1/2" x 11" map of Rock County and 8 1/2" x 11" plat maps of the Towns of Center and Janesville, showing the location of this project. This project is in Section 36, Town 3 North, Range 11 East, the Town of Center, Rock County.
- 2) A copy of the Concept Definition Report, which provides information on the scope of the project.
- 3) A list of other utility companies and contact people. This list may be of benefit to you when coordinating with the other companies in the area.
- 4) Form DT1077, "PROPOSED HIGHWAY IMPROVEMENT NOTICE." **NOTE: You will need to return the Notice Acknowledgment at the bottom of this form within seven days of your receiving it, with one of the three options marked.** A business reply envelope is enclosed to assist you. Since the OPM is 60 days from now, you could satisfy the Trans. 220 requirements by bringing your facility records/system maps to the meeting.

If these records and maps are stored electronically, we are capable of accepting copies of these facilities on a CD, on a disk, or through e-mail. The software your company uses will determine how we can accept your information. If it were a GIS-based system, the information would have to be provided on a CD or disk. AutoCAD or MicroStation files can be sent via e-mail to me at clem.cadiddlehopper@dot.state.wi.us

If you have any questions about software compatibility or electronic file transfer, please contact Maya Thagunna at xxx-xxx-xxxx or at maya.thagunna@dot.state.wi.us

If you have facilities in the vicinity of this project, I'll be contacting you again with "Form DT1078, PROJECT PLAN TRANSMITTAL," which will be accompanied by final plans approved for use in designing your facility relocations. Months, or even a few years, may elapse before these final plans are sent.

I would like to thank you in advance for your cooperation and assistance in our project development efforts.

Sincerely,

Clem Cadiddlehopper
Region Utility Coordinator
608-246-3854

Enclosures

Wisconsin Department of Transportation

February 24, 1995

PROPOSED HIGHWAY IMPROVEMENT NOTICE

ERIC M. WILSON, PCV
KATHMANDU POWER AND LIGHT COMPANY
P. O. BOX 192
NEPAL WI 53769

RE: STH 11 - USH 14 Road Design Project 5972-01-01
 (East and West Mineral Point Road Intersections) Construction Project 5972-01-72
 STH 184 Rock County

The Wisconsin Department of Transportation has scheduled a highway improvement project for STH 184 at both the east and west intersections with Mineral Point Road in Rock County. This letter is being sent to inform you of this project and to request your help in determining if there are any potential conflicts with your existing facilities. Please send us your system maps for your facilities in the area of the project. These maps will be used to verify utility facility ownership on our plans. If you don't have any facilities in the area, please let us know and we will remove your name from future mailings.

We expect that there will be new storm sewer constructed under this highway project. Therefore, we'll need to know the depth of your facilities, and whether there are any laterals that could conflict with the new storm sewer. [USE THIS LANGUAGE ONLY WHERE APPROPRIATE.]

The WisDOT discourages attachments to structures. Therefore, the reconstruction of the bridge at _____ provides an opportunity to design an alternate route for the gas main, sanitary sewer main, and communications cables that are currently attached to this bridge. We expect your company to find another route for your facility that would avoid an attachment to the new structure. [ADAPT AS NEEDED AND USE WHERE APPROPRIATE.]

Enclosed are the following:

- 1) An 8 1/2" x 11" map of Rock County and 8 1/2" x 11" plat maps of the Towns of Center and Janesville, showing the location of this project. This project is in Section 36, Town 3 North, Range 11 East, the Town of Center, Rock County.
- 2) A copy of the Concept Definition Report, which provides information on the scope of the project.
- 3) Three preliminary plan sheets, marked 4.3, 4.4, and 4.5 in the upper right hand corner.
- 4) A list of other utility companies and contact people. This list may be of benefit to you when coordinating with the other companies in the area.

Please send me copies of your facility system maps/records for the proposed construction area so that we may use them to compare against our survey information. Sometimes it is difficult to "connect the dots" that are picked up by our survey crews from field markings.

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If you have facilities in the vicinity of this project, I'll be contacting you again with final plans approved for use in designing your facility relocations. Months, or even a few years, may elapse before these final plans are sent.

I would like to thank you in advance for your cooperation and assistance in our project development efforts. If you have any questions, please contact me at xxx-xxx-xxxx.

Sincerely,

Karisa Rusch
Region Utility Coordinator

Enclosures